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ABSTRACT

When this practicum was undertaken, Ricks College had no written policy governing its interlibrary loan service and was entering into a new service called facsimile transmission which had the potential of multiplying interlibrary loans greatly, thereby escalating existing problems and frustrations. Other libraries' policies were studied and meetings were held with appropriate library personnel to obtain input and suggestions before the policy was written. Out of the study came not only the formal policy but some recommendations which included further studies dealing with cost factors of interlibrary loan versus collection development and storage, an in-depth look at the facsimile transmission service, the development of an interlibrary loan procedures manual, and an evaluation of the interlibrary loan policy developed by this study within three years. The eight appendices include copies of the Ricks College Interlibrary Loan Policy and borrowing policy sheets, as well as the National Interlibrary Loan Code and those of several other institutions. (Author/DMC)

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DEVELOPING AN INTERLIBRARY LOAN POLICY FOR THE DAVID O. MCKAY LEARNING RESOURCES CENTER AT RICKS COLLEGE, REXBURG, IDAHO

GOVERNANCE AND MANAGEMENT

by

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ABSTRACT

Resource sharing has always been essential in academic and public libraries in order to provide adequate information access. Few libraries have been able to obtain all that was needed for their clientele. The David O. McKay Learning Resources Center (LRC) at Ricks College has needed to make use of interlibrary loan service as it attempts to meet the educational needs of students and faculty. The purpose of this practicum has been to develop a formal written interlibrary loan policy to govern this service at Ricks College.

The following procedures were used to accomplish the purpose of this study: (1) the National and State Interlibrary Loan Codes were consulted; (2) a search of the literature for other libraries' policies was made; (3) college and university libraries in close proximity to Ricks College were contacted for copies of their policies; (4) meetings with appropriate library personnel were held to obtain input and suggestions; (5) the interlibrary loan policy for Ricks College LRC was written.

It was found that even though Ricks College has been involved in interlibrary loan in both borrowing and lending library materials, there has been no formal written policy to guide and direct this activity. Because of that deficiency, problems and frustrations have been present. Also Ricks College was just entering into a new service called facsimile transmission which has the potential of multiplying the service greatly, thereby further escalating the need for written policy. The use of other libraries' policies and

the input from the Ricks College LRC staff was extremely helpful in drafting the formal policy.

Out of the study came not only the formal policy but some interesting recommendations which included further studies dealing with cost factors of interlibrary loan versus collection development and storage, an in-depth look at the facsimile transmission service, the development of an interlibrary loan procedures manual, and an evaluation of the interlibrary loan policy developed by this study within three years.

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INTRODUCTION

According to the American Library Association, an interlibrary loan is a transaction in which library material, or a copy of the material, is made available from one library to another upon request (National 1981:1737). The need for this type of service is critical to the whole concept of availability of information. Green (1982:6) stated:

> Providing access to information is one of the basic philosophies of library service. It makes no difference what information a person needs. It can be something obscure or something obvious but not available at the local level. it is impossible for any library--academic, special, or public--to purchase all the material that will satisfy the intellectual and informational needs of its community. Through interlibrary cooperation and resource sharing, libraries help one another in providing their users with information that meets their special requirements.

The David O. McKay Learning Resources Center (LRC) at Ricks College has been loaning its material to other libraries as well as borrowing from other libraries for a long time. Though the degree of involvement has varied over the years, it was not utilized as a serious resource until the library moved into a new building in 1963. With a new facility, increased collection and some new personnel, better service in this direction could be given. In 1976 another new library building was completed with improved facilities. At this stage, the majority of the interlibrary loan requests both into and out of the Ricks College LRC had been regional in nature. In the spring of 1982, the Ricks College LRC joined the Online Computer Library Center (OCLC) automated interlibrary

network. Since that time a substantial increase in the number of requests received by the Ricks College LRC has shown them to be no longer regional in nature.

In the fall of 1982, the Ricks College LRC installed a facsimile machine which provided a direct tie to the Harold B. Lee Library at Brigham Young University (BYU). This service obtains materials from BYU transmitted over direct wire and printed in the Ricks College LRC with a 24-48 hour lag time. As the faculty and students of Ricks College have become aware of these two services, OCLC interlibrary loan and facsimile transmission from BYU, the number of requests has tripled in the last year. Because of the speed of facsimile transmission and having a tie into a major research library at BYU, there is reason to believe that such growth will continue dramatically. The librarians of the Ricks College LRC agree that a well-developed written policy statement regulating the flow of library materials in and out through interlibrary loan is needed.

The purpose of this practicum was to develop an interlibrary loan policy document for the Ricks College LRC. In order to fulfill the purpose of this study, four major parts of investigation were conducted: (1) meetings with Ricks College LRC librarians and staff were held; (2) national, regional and state interlibrary loan codes were reviewed; (3) other college and university libraries of the general area were contacted for copies of their policy; and (4) the Ricks College LRC Interlibrary Loan Policy was written.

BACKGROUND AND SIGNIFICANCE

Efforts to arrange for interlibrary loans date back as early as the 17th century. Stuart-Stubbs (1975:649) recounts that a French humanist attempted to arrange for the interlibrary lending of manuscripts between the Royal Library in Paris and the Vatican Library in Rome in 1634. Shores (1935:212) claims that a form of interlibrary loan existed in America as early as 1754. The real major effort came in 1876 when Samuel Swett Green (1876:15-16) urged adoption of the European plan of lending to other libraries rather than to the individual. Twenty-three years later Ernest C. Richardson (1899:32) was concerned with the lack of library materials available to the majority of American students. He advocated "the development of some practical scheme whereby . . . the great expense of traveling to books may be eliminated . . . by sending books from one library to another."

These early efforts were not futile, though the idea seemed long in coming to fruition. Nasri (1977:2599) reports that it finally found favor with librarians, and in 1917

> the first "Code of Practice for Interlibrary Loans" was approved by the American Library Association (ALA). The code was revised several times, and, in 1968, the "National Interlibrary Loan Code" was adopted by ALA, which governs the lending relations among libraries on the national level.

The National Interlibrary Loan Code, as explained by Thomson (1970:ix), "is designed to make nationally held bibliographic resources as widely available as possible and, at the same time, to protect the interests of the primary readers in the lending libraries." This code was revised and updated in 1980.

In order for interlibrary loan to be successful, a cooperative spirit must exist among the libraries across the country. Thomson (1970:ix) said:

> The American Library Association in its "Goals for Action" proposed the establishment of networks between libraries to make available to all citizens the full range of research resources. Since demand for library materials is far in excess of supply in both personnel and resources, and since interlibrary lending is costly, some regulation of demand is necessary.

The National Interlibrary Loan Code (1981:1737) states that, "the purpose of interlibrary loan . . . is to obtain for research and serious study, library material not available through local, state, or regional libraries."

The importance of interlibrary loans takes on greater significance to academic libraries when, according to Nasri (1977:2599) they double in size every twelve to twenty-four years and have difficulty with the budget crisis that is affecting other areas of higher education. Gardner (1981:246) points out, "There are still many critics of resource sharing who want everything immediately and who do not realize that rising publishing costs in the last decade, coupled with the rising volume of publication, make this impossible." And Bryant (1975:2) laments, "That any library could provide all the resources for research required by its readers is now generally recognized by scholars and librarians, albeit reluctantly, as an unattainable aspiration."

Speaking directly to this issue, Gore (1982:1377) clearly explains:

> Provision of vigorous interloan service is a key element in the solution to this problem. We have learned that a mere doubling of collection size satisfies no one, but will

> bankrupt even Harvard if continued indefinitely. Faculty attitudes begin to change when you cease struggling to double collection size every 15 years, and instead increase it by ten or twenty times overnight.

Gore (1982:1376), then goes on to point out that if a library used nothing more than the Online Computer Library Center (OCLC) and some union lists of serials, that it could immediately offer its readers "fairly speedy access to five million different books, and at least 100,000 journal titles." It is apparent that interlibrary loan is a subject that needs to be dealt with in every college library throughout the country.

The appropriateness of this study to the core module of Governance and Management becomes evident when viewing the definition of management. Hersey (1982:3) states that management is "working with and through individuals and groups to accomplish organizational goals." The sharing of library materials, then, is at the heart of successful management of information. The modern academic library could not function well without this essential service.

The creation of an interlibrary loan policy would establish a more effective operation of the interlibrary loan department in the LRC, as well as help to improve public relations with library patrons. The policy would establish the guidelines which would deal with the following issues: (1) materials to be loaned or borrowed; (2) restrictions, if any, to be placed on the borrowed materials; (3) materials not available for lending to other libraries; (4) handling the cost of the service; (5) an explanation of the time of transmission involved; (6) the length of time allowed to keep borrowed material; and (7) the problems of copyright or

restrictions placed on photo- or facsimile-reproduced materials.

The mission statement (1979:1) of the Ricks College LRC states that it has "a responsibility to provide information concerning instructional procedures, student learning and programs that lead to instructional improvement from a wide variety of sources." With a written policy, faculty and students alike can not only know that the service is available, but also understand how it works and what its limitations are. As Barzun (1957:82) states, "With an exact idea of what he wants, no researcher should feel constricted by the limitations of his library. It is now possible to borrow by interlibrary loan from other institutions."

PROCEDURES

In order to develop an interlibrary loan policy for the Ricks College LRC, the following procedures were implemented:

1) The National Interlibrary Loan Code as established by the American Library Association was consulted.

2) The Interlibrary Loan Code for Idaho Libraries adopted by the Idaho Library Association was consulted.

3) A search of the literature was made for policies established by other libraries.

4) Five college and university libraries in close proximity to Ricks College were contacted for copies of their policies.

5) Meetings with appropriate library staff were held for the purpose of defining pertinent information to be included in the policy.

6) The first draft of the Ricks College Interlibrary Loan

Policy was written and circulted to all nine professional librarians plus the library director as well as to the appropriate staff members for their input and corrections.

7) After receiving the first draft corrections, the final policy document was written and presented to the LRC Director and recommended to become binding policy on the governance structure of the Ricks College LRC.

Limitations

The major limitation to this study was the quality of the involvement by the library staff. The request for their time came just at the end of the Spring Semester and the beginning of Summer School 1984. This turned out to be a busy time for most of them plus they were all involved in a two-day library workshop as well. Therefore, the effectiveness of their help could have been better.

Definition of Terms

Borrowing Library. The library that borrows material from another library.

Lending Library. The library that lends materials to another library.

Code. A statement of policy established by a department (such as library) of an institution.

Interloan. Another term used by some librarians to mean the same as interlibrary loan.

OCLC. A networking organization for cooperative cataloging, which has an interlibrary loan subsystem into which libraries can

tie for better interlibrary service. Originally named the Ohio College Library Center but recently renamed the Online Computer Library Center.

Policy. A statement that philosophies the position of an instituion regarding certain issues or programs.

Union List. A unified list of holdings.

RESULTS

The current national Interlibrary Loan Code was adopted by the American Library Association in 1980. This was a revision of the 1968 Code which had its roots back to 1917. The code included eight sections: (1) Definition; (2) Purpose; (3) Scope; (4) Responsibilities of Borrowing Libraries; (5) Responsibilities of Lending Libraries; (6) Expenses; (7) Duration of Loan; and (8) Violation of national code (see Appendix A for a copy of the code). In addition to the national code, ALA published a model interlibrary loan code that regional, state, local or special libraries could use as they set up their systems. This model follows the national code (see Appendix B for a copy of the model code).

The Idaho Library Association revised its 1969 Interlibrary Loan code in 1983. The state code specifies that when library resources within the region have been exhausted, loan requests to more distant libraries should conform to the national code. The state code follows the same format and includes the same eight sections as the national code (see Appendix C for a copy of the state code). In additon to the Idaho state code, a rough draft of a document called the Idaho Interlibrary Loan Manual was found.

This manual was designed to assist librarians or other library staff in handling the procedures of interlibrary loan. A final copy of this manual has not yet been completed (Green 1984).

The literature revealed interlibrary loan to be a much discussed topic. Of primary interest were items which dealt with policy statements of regional networks or individual libraries. Nearly all have based their codes or policy statements on the national Interlibrary Loan code, which would be expected. Three regional networks or organizations are worthy of mention. The AMIGOS (Americans Interested in Giving Others a Start) Bibliographic Council, located in Dallas, Texas, adopted a very liberal interloan code in 1980 (Liberal 1980:2256). Their code promotes free resource sharing among code signees, which goes somewhat further than the national code.

The Bibliographical Center for Research (BCR) is a regional organization centered in Denver, Colorado. Its primary objective is to be a facilitator of borrowing and lending among libraries in the mountain plains region. The BCR code follows the national code very closely (see Appendix D for a copy of BCR code).

The third regional organization is the Pacific Northwest Library Association (PNLA). A committee to plan for the development of cooperative library services (Reynolds 1983:3), reported the major concerns of resource sharing and interlibrary loan as follows:

1. Bibliographic utilities and other electronic databases have increased the ability to identify holdings.
2. Electronic mail and telefacsimile have increased the speed and efficiency of transmitting and filling requests.

3. Serials are requested more often than monographs. Nonprint materials account for an ever increasing percentage of total requests.
4. Photocopies are replacing original material as the preferred method of document delivery.
5. The cost of acquiring and sharing resources continually increases.

Also from this report came the recommendation to establish a specific interlibrary loan committee to study the issues of routing protocols, methods of document delivery, and costs of resource sharing.

Three individual library's borrowing policies were obtained: Tucson Public Library (Arizona); Evansville Public Library (Indiana); and Evergreen Valley College Library (California). All three published a brief handout for patrons that described their interlibrary loan policies. Each of these included information dealing with types of loans, time limitations, duration of loans, costs, overdue fines, renewals and pick-up and delivery (see Appendix E for a copy of the Evergreen Valley College Library Interlibrary Loan Borrowing Policy). One of the most helpful documents obtained was a previous Nova University Practicum by Ruth I. Poehlmann (1981) which dealt with the borrowing aspect of interlibrary loan policy.

Five colleges and universities in close proximity to Ricks College were contacted and requested to send copies of their interlibrary loan policies. All five were four-year institutions: Boise state University (Idaho); Brigham Young University (Utah); Carroll College (Montana); Idaho state University; and Utah state University (copies of their policies are included in Appendix F).

Each of their policies were similar and were based on the national code.

Two meetings were held with the committee of three librarians and two staff personnel. The professional librarians included Tom Liau, Blaine Bake, and Roger McPheeters. The staff personnel were Barbara Jardine and Gayle Brown. In the first meeting, the objective of developing an interlibrary loan policy for the Ricks College LRC was explained. Input from all these people was solicited and obtained. The questions considered by this group included the following:

1) Should the Ricks College LRC adopt, as is, the Idaho State Code?
2) In borrowing material from other libraries
   a) who should pay the costs?
   b) should the due date be strictly enforced?
   c) what about orders that are not picked up?
   d) how to insure patrons have made an adequate search of the LRC first?
   e) how extensive should searches be made for material?
3) In lending material to other libraries
   a) what should be lent?
   b) what should the length of the loan be?
   c) who should pay the costs?
   d) will material be recalled for emergencies?

In addition to these questions the group brought up some in-house problems dealing with:

1) The handling of specialized genealogical material
2) Having a policy sheet for patrons to read
3) Contacting patrons when material arrives
4) Where patrons return borrowed material
5) Cost of space to house material versus cost of interlibrary loan.

The information obtained from other libraries' policies and from the national and state codes, as described earlier, was assimilated with the local concerns of the committee members. This collection of data was then presented to the committee in another meeting to give them the opportunity to make any changes. The result of this effort was the first draft of the policy. This first draft was circulated to all nine professional librarians and the library director for their input and suggestions for improvement. The draft was also given to the two staff people who deal with interlibrary loan for their corrections. Even with the time limitation, these people were cooperative in lending their expertise to the project. After receiving the first draft corrections, the final policy document was written (see Appendix G for copy). The document was then presented to the LRC Director with the recommendation that it become binding policy for the Ricks College LRC.

DISCUSSION, IMPLICATIONS AND RECOMMENDATIONS

Discussion

The amount of information that appears in the literature on interlibrary loan attests to the fact that it is a lively subject.

The need for interlibrary loan has been well established many times. One example for the small college situation is illustrated by Gore (1982:1377) wherein he points out that the demands for journal literature can only be met, realistically, by owning a small pool of high-use journals and then relying on interlibrary loan for access to the ocean of low-use journals.

Explanations of how interlibrary loan is working individually and through networks is current dialogue. One example focuses on Linsley's (1982) explanation of how the network of libraries in Florida has been functioning. She concluded:

> The Florida Interlibrary Loan Improvement Project, which is the first statewide interlibrary loan study of this depth, provides details on interlibrary loan activity among the state's academic, public, school, and special libraries. While college and university libraries collectively represent only twelve percent of the respondents, it was quite apparent that these forty-four libraries play a unique network role. The academic libraries have the largest book collection and the most interlibrary loan staff; their means for borrowing and lending are higher than any other type of library; they lend almost half of the total items loaned in the state; they utilize the OCLC Interlibrary Loan Subsystem more than any other type of library.

The proliferation of the service of interlibrary loan is illustrated by Gore (1982:1377). He pointed out that at Macalester College, the faculty felt that the library should have at least a million volumes, which of course was not possible. Yet, when the library began their interloan service, they had quick and reliable access to over three million volumes. The requests for interloans never exceeded five percent of the total loans from their own library, so the service never became cumbersome. Gore then reported that the faculty ceased to campaign for an enlarged library.

Another example of the successful working of interlibrary

loan happened at Lewis and Clark College. Gore (1982:1377) explains:

> At Lewis and Clark College we were able to provide interloan access to more than twice the number of titles available to Macalester in 1970. Using the OCLC terminal, microfiche catalogs of major Oregon libraries, ORULS, PNBC servies, and a courier service to the PSU library, we had swift and dependable access to some 6,000,000 book titles and millions of journal volumes. We asked (and paid) for first-class mail or UPS delivery of nearly everything coming from out of town, so most items reached us in less than seven days. Our success rate was a splendid 90 percent, and we made no charge to students or faculty for interloan services. In the first full year of the service we delivered about 1500 items, or about two percent of our total loans.

With all the excellent examples and information from the literature, the next step was to focus on the local resources in developing an interlibrary loan policy statement for the Ricks College LRC. The committee meetings were held with varying participation from the members. The main area of divergence came in deciding how the costs of the service would be handled. It was finally resolved by agreeing to have the LRC absorb all reasonable costs. The patron would, however, be expected to pay for special services, heavy requests, or violations of the policy. The rationale for this decision was based primarily on the fact that the LRC already expends a significant amount of time, effort, and budget in providing information in-house; interlibrary loan should simply be an extension of this financial obligation.

Another area of concern, which was also financial, was the potential skyrocketing of the facsimile transmission service. This service is still new at Ricks College as well as nationwide. It offers information at a speed unknown to normal interlibrary loan procedures. Of course everyone wants to have his request as fast

as possible and facsimile can produce nearly all requests in 24-48 hours. The demand could become extremely heavy and the cost exorbitant. However, the decision was made to keep this serivce, at present, available at little or no cost to the patron. The policy will be reviewed occasionally and amended when necessary.

The rest of the policy development was a matter of deciding on the content and detail to be included. The document was designed to show three major headings. The first was "Introduction," which briefly explained the service and the networks with which the Ricks College LRC was affiliated. The second heading was "Lending Policies," which outlined the statements on lending. The third heading was "Borrowing Policies," which outlined those procedures. It was also decided to print up two one page handouts on the borrowing policies which would be available for patrons to read at the time they ordered material (see Appendix H for a copy of these handouts).

Implications for Ricks College

A library exists to provide information to its patrons. When a library cannot fill the needs of its clientele through the use of its own collection, it has an obligation to either expand its collection or to enter into a lending-borrowing relationship with other libraries. The Ricks College LRC has a strong commitment to provide students and faculty with access to needed information. The college catalog (1984:32) states, "The Learning Resources Center is committed to making information available quickly to the student as well as the faculty." This means, of course, that when information

is not available in the LRC, a search will go out for it whether through the regular interlibrary loan procedures or by using the newly acquired facsimile transmission service. The results of the study indicated several important findings. First, that all librarians or LRC personnel were not united in the way interlibrary loan should be operated. Second, that the interlibrary loan staff were often frustrated because of the lack of "official policy." And third, requests were acted upon because of tradition more than anything else. By having an official policy statement, the Ricks College LRC can be more effective in its procedures for handling interlibrary loan. The policy can also act as the foundation from which to expand upon as requests increase. In addressing the subject of elements of successful resource sharing, Gardner (1981:249) contends that libraries must be able to "administer the system in such a way as to provide consistent and reliable service." This interlibrary loan policy will assist the Ricks College LRC to do just that.

Recommendations

As a result of this study, the following recommendations are given for serious consideration:

1) With a governing policy in force, a procedures manual should now be developed which would address the issues of record keeping, order forms, how to deal with patrons, and other procedures which will fulfill the policy commitments.

2) A brief promotional publication should be designed and sent to all faculty as well as given to new students as they enter

Ricks College.

3) An evaluation of this policy should be made within three years to determine its effectiveness and whether it needs to be revised.

4) An investigation should be made into the need for training or certifying interlibrary loan personnel.

5) A study should be done comparing the cost of interlibrary loan versus costs of collection development and storage.

6) An in-depth study of facsimile transmission, exploring its current potential, its costs, its national availability and the trends of its future use, could prove valuable.

With an official written policy statement to guide and direct the interlibrary loan service of the Ricks College LRC, the capability of assisting students in their educational pursuits should be enhanced. The college exists for the benefit of the students. Therefore, students' (and faculty's) informational needs must be met by the institution's library.

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APPENDIX A

NATIONAL INTERLIBRARY LOAN CODE

NATIONAL INTERLIBRARY LOAN CODE, 1980[1]

Preface

The American Library Association has long advocated the sharing of resources among libraries. The first draft of "some general developmental rules for the conduct of inter-library loans" was presented at the 1912 Annual Conference. In a more recent statement in *A Commitment to Information Services: Developmental Guidelines, 1979*, the Reference and Adult Services Division recognizes the "key role of interlibrary and interagency cooperation to provide adequate information services to users." The *National Interlibrary Loan Code, 1980*, a revision of the 1968 Code, is intended to improve this cooperation between libraries, to reflect current interlibrary loan practices more accurately, and to encourage the sharing of resources in a practical and efficient manner.

It is important for libraries using this code to realize that it was designed to govern or regulate only those requests being sent outside of networks or consortia. It is the policy to be used between libraries with no other type of cooperative arrangement, either formal or informal.

Cooperation among libraries is essential to an effective national interlibrary loan system. Lending libraries must be as generous as local conditions permit and borrowing libraries must exhaust local resources before turning to national or research libraries.

Introduction

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wide range of material can be made available to users. This code is designed primarily to regulate lending relations between research libraries and between libraries operating outside networks or consortia. It is recognized that through specific agreements, libraries organized geographically, by mutual subject interest, or other bases will have developed codes of their own. It is not the intent of this code to prescribe the nature of interlibrary lending under such arrangements. (See "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries.")[2]

The effectiveness of a national system of interlibrary lending is directly related to the equitable distribution of costs among all the libraries involved. Interlibrary loan is an adjunct to, not a substitute for, collection development in individual libraries. Requests to national and research libraries or requests beyond networks and consortia should only be made after local, state, and regional sources have been exhausted. It is understood that every library must maintain an appropriate balance between resource sharing and responsibility to its primary clientele.

This national code contains general guidelines for the borrowing and lending of library material. Details of procedures to be used in implementing the code will be found in the *Interlibrary Loan Procedure Manual* published by the American Library Association.[3] All libraries participating in interlibrary loan should have copies of this publication and should follow these recommendations. The manual also provides information on international interlibrary loan.

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain, for research and serious study, library material not available through local, state, or regional libraries.

III. Scope

A. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. Most libraries will not ordinarily lend the following types of materials:
   1. Rare or valuable material, including manuscripts;
   2. Bulky or fragile items that are difficult or expensive to ship;
   3. Material in high demand at the lending library;
   4. Material with local circulation restrictions;
   5. Unique material that would be difficult or impossible to replace.

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the study, instructional, informational, and normal research needs of its primary clientele. This can be accomplished through its own collection or through local, state, or regional cooperative resource-sharing agreements. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy and for which there is no recurring demand.

B. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids. These include this code, the *Interlibrary Loan Procedure Manual*, lending policies of the major research libraries, and standard bibliographic tools and services.

C. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy.

D. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

E. Requested material must be described completely and accurately following accepted bibliographic practice as outlined in the current *Interlibrary Loan Procedure Manual*. If the item cannot be verified, the statement "cannot verify" should be included along with complete information as to the original source of the citation.

F. The borrowing library should carefully screen all requests for loans and reject any that do not conform to this code.

G. Standard bibliographic tools, such as union catalogs, computerized data bases, and other listing services,

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[1] Adopted by the Board of Directors of the Reference and Adult Services Division of the American Library Association, June 30, 1980.

[2] Copies of the "Model Interlibrary Loan Code for Regional, State, Local, or Other Special Groups of Libraries" are available in *Interlibrary Loan Codes, 1968: International Lending Principles and Guidelines, 1978* for $1.50 from Order Department, American Library Association, 50 E Huron St, Chicago, IL 60611 (ISBN 0-8389-0355-8).

[3] Thompson, Sarah Katherine. *Interlibrary Loan Procedure Manual*. Chicago: American Library Association, 1970. This manual is under revision at the present time.

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should be used in determining the location of material. Care should be taken to avoid concentrating the burden of requests on a few libraries.

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed material is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preference of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original material will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to lend material is at the discretion of the lending library. Each Library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges should be made available upon request.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library assumes responsibility for all costs charged by the lending library, including transportation, insurance, copying, and any service charges. The borrowing library should try to anticipate charges and authorize them on the original request.

B. It is recommended that nominal costs, such as postage, be absorbed by the lending library.

C. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

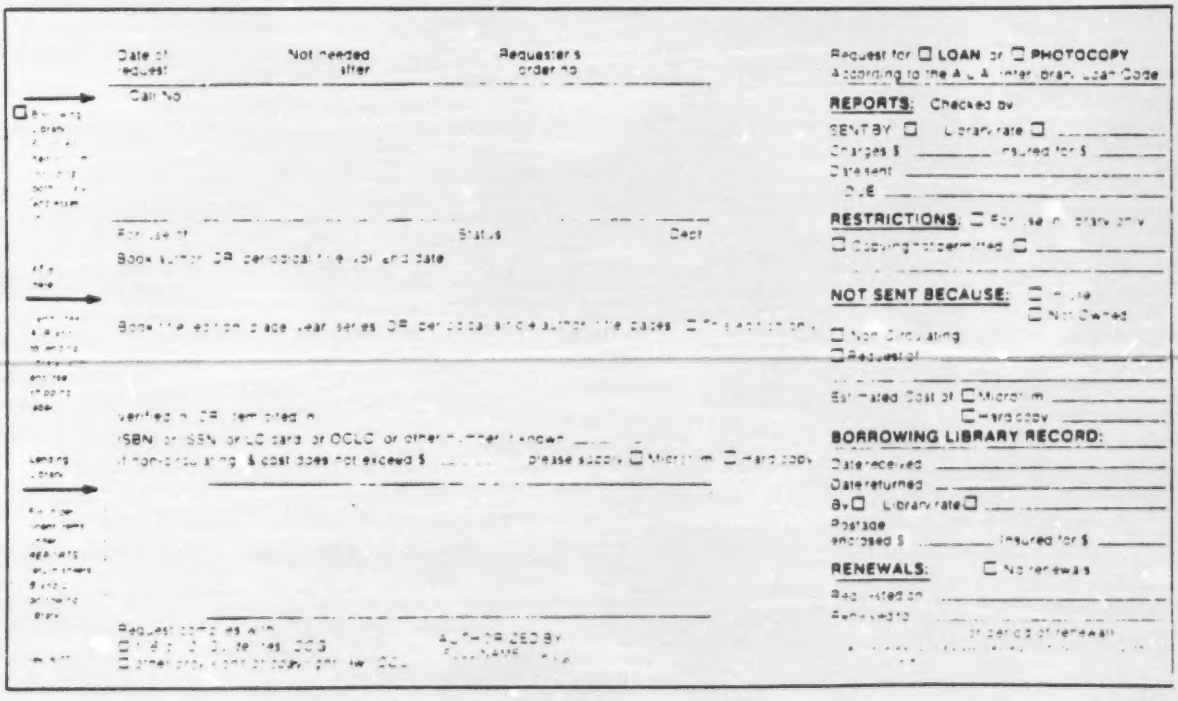
B. Interlibrary loan material should be returned promptly.

C. The borrowing library should ask for renewals only in unusual circumstances. The renewal request should be sent in time to reach the lending library no later than the date due. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Continued disregard of any provision of this code is sufficient reason for suspension of borrowing privileges.



The loan request form, as reproduced above, was revised and approved by the Reference and Adult Services Division Board of ALA at the Annual Conference, June 1977. It is available from library supply houses.

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APPENDIX B

MODEL INTERLIBRARY LOAN CODE

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MODEL INTERLIBRARY LOAN CODE FOR REGIONAL, STATE, LOCAL OR OTHER SPECIAL GROUPS OF LIBRARIES[1]

Preface

The *Model Interlibrary Loan Code for Regional, State, Local or Other Special Groups of Libraries* is intended to provide guidelines for any group of libraries interested in developing an interlibrary loan code to meet special needs. The Model Code, while complementing the *National Interlibrary Loan Code, 1980*,[2] allows libraries more flexibility and creativity in satisfying interlibrary loan needs in a specific situation.

The Model Code is designed to provide a framework for cooperation. Since it is recognized that most networks and consortia can be more liberal in loaning materials, the Model Code has fewer restrictions than the National Code. All libraries in a network or consortium should participate in developing an interlibrary loan code. Each section of the code should be discussed and should be expanded or modified, if necessary, for local use. The bracketed sections of the Model Code indicate specific areas where local information may be necessary. Libraries are encouraged to put as few restrictions as possible on the exchange of materials.

The use of interlibrary loan service is becoming increasingly important to libraries committed to providing a high level of service to their clientele. In *A Commitment to Information Services: Developmental Guidelines, 1979*, the Reference and Adult Services Division emphasizes the importance of considering "the needs and interests of all users, including children, young adults, adults . . . ." Interlibrary loan is a service that should be publicized and provided to all members of the library's clientele.

A strong interlibrary loan network within a local, state, or regional jurisdiction should be the primary source of interlibrary loan materials for all libraries. Only after all of these resources have been exhausted should a library request material outside of these arrangements. In making outside requests, the *National Interlibrary Loan Code, 1980*, and the *Interlibrary Loan Procedure Manual*[3] should be followed. This approach will distribute the burden of requests more equitably and provide better service for all libraries.

This code is a voluntary agreement adopted by _____

_____

[system, consortium, network, etc.] on _____[date] to govern interlibrary lending among libraries in _____

_____[metropolitan area, region, state, system, network, consortium, etc.].

Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the *National Interlibrary Loan Code, 1980*.

I. Definition

An interlibrary loan is a transaction in which library material or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain library material not available in the local library.

III. Scope

Under the terms of this agreement, it is permissible to request on interlibrary loan any type of library material [except . . . . .].

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. Borrowing libraries should make every effort to exhaust their own resources before resorting to interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids including _____

_____. [List here pertinent interlibrary loan codes, interlibrary loan procedure manuals, and bibliographic tools and services.]

D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

E. The borrowing library is responsible for compliance with the copyright law (Title 17, *U.S. Code*) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

F. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation. [Variations in accepted bibliographic practice may be referred to here.]

G. Requests should be routed through channels established by libraries participating in this agreement. These channels are outlined in _____.
[List here specific documents outlining agreed upon channels.]

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission. [Variations from standard interlibrary loan formats may be referred to here.]

I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repairs or replacement, in accordance with the preferences of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume will result.

K. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

[1] Endorsed by the Board of Directors of the Reference and Adult Services Division of the American Library Association, June 30, 1980.

[2] Copies of *The National Interlibrary Loan Code, 1980* are available in *Interlibrary Loan Codes, 1980: International Lending Principles and Guidelines, 1978* (for $1.50 from Order Department, American Library Association, 50 E. Huron St., Chicago, IL 60611 (ISBN 0-8389-0258-8)).

[3] Thomson, Sarah Katherine. *Interlibrary Loan Procedure Manual*. Chicago: American Library Association, 1978. This manual is under revision at the present time.

B. A Statement of interlibrary loan policy should be made available upon request and should be on file in the state library for other appropriate agency].

C. The lending library should process requests promptly. [A specific number of days for processing may be inserted here.] Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the initial request. [List here any documents referring to charging policies.]

B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. Duration of Loan

A. The duration of loan unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library no later than the due date. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Each library is responsible for maintaining the provisions of this code in good faith.

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APPENDIX C

IDAHO STATE INTERLIBRARY LOAN CODE

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Interlibrary Loan Code for Idaho Libraries

This code is a voluntary agreement adopted by the Idaho Library Association on Oct. 8, 1983 to govern interlibrary lending among libraries in Idaho.

INTRODUCTION

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries would then conform to the provisions of the "National Interlibrary Loan Code, 1980."

I. *Definition*

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. *Purpose*

The purpose of interlibrary loan as defined in this code is to obtain library material not available in the local library.

III. *Scope*

Under the terms of this agreement, it is permissible to request on interlibrary loan any type of library material.

IV. *Responsibilities of Borrowing Libraries*

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. Borrowing libraries should make every effort to exhaust their own sources before resorting to interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids.

D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

E. The borrowing library is responsible for compliance with the copyright law (Title 17 U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests.

F. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information about the original source of citation.

G. Requests should be routed through channels established by libraries participating in this agreement. These channels are outlined in the Idaho Interlibrary Loan Manual. [List here specific documents outlining agreed-upon channels.]

H. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

I. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the materials so as to ensure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.

J. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume will result.

K. The borrowing library should encourage library users to travel to other libraries for onsite access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. *Responsibilities of Lending Libraries*

A. The decision to loan material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interest of its primary clientele.

B. A statement of interlibrary loan policy should be made available upon request and should be on file in the state library.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly and material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request.

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. *Expenses*

A. The borrowing library should be prepared to assume any costs charged by the lending library and should attempt to anticipate charges and authorize them on the initial request.

B. If the charges are more than nominal and not authorized by the borrowing library, the lending library should inform the requesting library and ask for authorization to proceed.

VII. *Duration of Loan*

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library not later than the due date. If the lending library does not respond, it will be assumed that renewal, for the same period as the original loan, is granted.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. *Violation of Code*

Each library is responsible for maintaining the provisions of this code in good faith.

The above "Interlibrary Loan Code for Idaho Libraries" is recommended to the Idaho Library Association for consideration and adoption by the Library Development Committee. The ILL Code currently in effect was adopted by the Association in 1969. This new code compliments the "National Interlibrary Loan Code, 1980."

Paula Green, Chairperson
Library Development Committee

Adopted by the Idaho Library Association at its Second General Session on October 8, 1983.

APPENDIX D

BIBLIOGRAPHIC CENTER FOR RESEARCH CODE

BCR INTERLIBRARY LOAN CODE

This code is a voluntary agreement adopted by the undersigned libraries on _____, 1982, to govern interlibrary lending among libraries in the BCR Region.

Introduction

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. This code is intended to make interlibrary loan policies among those libraries adopting it as liberal and as easy to apply as possible. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development. When resources within the region have been exhausted, loan requests to more distant libraries should then conform to the provisions of the National Interlibrary Loan Code, 1980.

I. Definition

An interlibrary loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

II. Purpose

The purpose of interlibrary loan as defined in this code is to obtain library material not available in the local library.

III. Scope

A. A loan or a copy of any material may be requested from another library in accordance with the published lending policy of that library. The lending library will decide in each case whether a particular item can be provided.

B. Most libraries will not ordinarily lend the following types of materials:
   1. Rare or valuable material, including manuscripts;
   2. Bulky or fragile items which are difficult to ship;
   3. Material in high demand at the lending library;
   4. Material with local circulation restrictions;
   5. Unique material which would be difficult to replace.

IV. Responsibilities of Borrowing Libraries

A. Each library should provide the resources to meet the ordinary needs and interests of its primary clientele. Material requested from another library under this code should generally be limited to those items that do not conform to the library's collection development policy or for which there is no recurring demand.

B. Borrowing libraries will make every effort to exhaust their own resources before resorting to interlibrary loans.

C. The interlibrary loan staff of each library should be familiar with, and use, relevant interlibrary loan documents and aids.

D. Each library should inform its users of the purpose of interlibrary loan and of the library's interlibrary borrowing policy. Any member of the borrowing library's clientele should be eligible for interlibrary loan.

E. The borrowing library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and should inform its users of the applicable portions of the law. An indication of compliance must be provided with all copy requests. When using OCLC, complete field COPYRT COMPLIANCE: for this purpose.

F. Requested material must be described as completely and accurately as possible following accepted bibliographic practice. If an item cannot be verified, the statement "cannot verify" should be included along with information (if possible) about the original source of citation.

G. Borrowing libraries will make every effort to determine specific locations before sending requests. Blind requests are discouraged; only when efforts to locate material have failed to identify a specific holding library should such a request be placed. In this case, the borrowing library should indicate the history of its efforts to find a location.

H. Libraries should follow state guidelines for exhausting resources at the state level before requesting from libraries outside their state. As far as possible, regional resources should be exhausted before going outside the region.

I. Standard interlibrary loan formats should be used for all requests, regardless of the means of transmission.

J. The safety of borrowed materials is the responsibility of the borrowing library from the time the material leaves the lending library until it is received by the lending library. The borrowing library is responsible for packaging the material so as to insure its return in good condition. If damage or loss occurs, the borrowing library must meet all costs of repair or replacement, in accordance with the preferences of the lending library.

K. The borrowing library and its users must comply with the conditions of loan established by the lending library. Unless specifically forbidden by the lending library, copying by the borrowing library is permitted provided that it is in accordance with the copyright law and no damage to the original volume will result.

L. The borrowing library should encourage library users to travel to other libraries for on-site access to material when extensive use of a collection is required or the nature of the material requires special handling. The borrowing library should assist the user in making the necessary arrangements.

V. Responsibilities of Lending Libraries

A. The decision to lend material is at the discretion of the lending library. Each library is encouraged, however, to interpret as generously as possible its own lending policy with due consideration to the interests of its primary clientele.

B. A statement of interlibrary loan policy and charges will be provided to other BCR members upon request.

C. The lending library should process requests promptly. Conditions of loan should be stated clearly. Material should be packaged carefully. The lending library should notify the borrowing library when unable to fill a request, stating the reason for not filling the request. (For those using OCLC: within the limits of the system.)

D. A lending library is responsible for informing any borrowing library of its apparent failure to follow the provisions of this code.

VI. Expenses

A. The borrowing library should be prepared to assume costs for lost and damaged materials and any other costs not excluded by this code and should attempt to anticipate charges and authorize a maximum cost on the initial request.

B. Except under unusual circumstances, BCR libraries party to this agreement will not charge each other:
   1. Fees for handling ILL requests
   2. Postage or other transportation charges
   3. Insurance fees

C. The participating libraries agree to provide 10 free pages per bibliographic citation when photocopying an ILL request. Thereafter, there may be a standard charge of 10¢ per page of photocopy, for all pages requested. (Some libraries may have more liberal agreements; this does not affect such agreements).

D. Telephone communication costs will be paid by the telephoning library.

VII. Duration of Loan

A. The duration of loan, unless otherwise specified by the lending library, is the period of time the item may remain with the borrowing library disregarding the time spent in transit.

B. Interlibrary loan material should be returned promptly.

C. A renewal request should be sent in time to reach the lending library no later than the due date. If the lending library does not respond, it will be assumed that renewal is granted. However, lenders are urged to respond to such requests.

D. All material on loan is subject to immediate recall, and the borrowing library should comply promptly.

VIII. Violation of Code

Each library is responsible for maintaining the provisions of this code in good faith.

I. Use of OCLC Subsystem

A. BCR will act as a referral center for ILL requests on the OCLC/ILL subsystem for libraries desiring the service. Requests should have BCR in last place in the lender string. BCR will then search the National Union Catalog, and Regional Union lists and will forward:
   1. Request directly to any OCLC libraries where locations are identified, using REFERRAL capacity, or
   2. Locations for non-OCLC libraries, by using COND status and lending notes field, or
   3. A combination of 1 and 2.

B. For this service, BCR will charge according to its current price list.

C. Libraries using OCLC/ILL agree to:
   1. Check the message waiting file daily.
   2. Respond to requests within the allowed time period.
   3. Send requests to known locations before contacting other libraries.
   4. Supply full bibliographic information on materials not in the database and indicate source(s) for both bibliographic and location information.

D. Participants will not require information about the status of the individual for whom material is being requested.

II. Libraries signing this code agree to give priority to requests from other BCR libraries under the following conditions:
   1. The request is verified according to accepted bibliographic practice, as outlined in the ILL Procedure Manual (Thompson). For periodical requests, this should include vol. number, pages, dates, and author and title of article, or
   2. The borrowing library indicates the history of its unsuccessful efforts to verify the request and asks for the assistance of the lending library.
   3. The borrowing library identifies itself as a signer of this document.

III. Participating libraries agree to exchange freely union listings and catalogs of all types and lending policies. (Copying costs may have to be recovered.)

IV. All requests and shipments shall be conspicuously labeled "Interlibrary Loan" on the outside of the package. Inside the packaging the loaned material itself shall be clearly identified.

APPENDIX E

EVERGREEN VALLEY COLLEGE LIBRARY

INTERLIBRARY LOAN BORROWING POLICY

EVERGREEN VALLEY COLLEGE LIBRARY

INTERLIBRARY LOAN BORROWING POLICY

TO THE PATRON: Please read the following information before filling out the blanks on the other side. Thank you.

1. Interlibrary loan service is offered through the Reference Department. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by regulations of indivdual lending libraries.

2. LIMITATIONS ON LOANS:

   The following types of materials cannot ordinarily be requested.

   a. Books published within the last year.
   b. Reference books.
   c. Rare books.
   d. Periodicals.
   e. Dissertations which are available for purchase in microform.

3. TIME:

   The usual time it takes to obtain an item on interlibrary loan is from two to six weeks, depending on the lending library's work load and the availability of the requested material.

4. DURATION OF LOANS:

   The time allowed for loans is set by the lending library and has to be strictly adhered to.

5. RESTRICTIONS ON USE:

   This library is bound by any restrictions on use imposed by the lending library.

6. COSTS:

   EVC Library will assume ILL charges against our borrowers (from other libraries) for up to $15.00.

7. OVERDUE MATERIALS:

   Fines for overdue interlibrary loan materials are: $1.00 per day up to a maximum of $5.00. There is no grace period. Libraries may refuse to lend to EVC if material is returned late.

8. PICK-UP AND RETURN OF MATERIALS:

   You will be called when materials have arrived. Materials may be picked up at the Circulation Desk and must be returned to the Circulation Desk.

APPENDIX F

INTERLIBRARY LOAN POLICIES

of

Boise State University

Brigham Young University

Carrol College

Idaho State University

Utah State University

BOISE STATE UNIVERSITY LIBRARY

INTERLIBRARY LOAN LENDING POLICIES

In lending materials through Interlibrary Loan, the BSU Library strives to be as generous as possible without circumscribing the borrowing privileges of our primary clientele. All materials loaned on Interlibrary Loan are subject to recall if needed by a BSU student or faculty member. Exceptions to the policies outlined below are most likely to be allowed during semester break, with the understanding that borrowing libraries will guarantee the return of items by the date specified.

We appreciate borrowing libraries' attempts to provide complete bibliographic information for each request. Request citations for books should include author, title, publisher and date of publication, as well as the source of citation if available. Request citations for periodicals should include title of journal, volume number, month, year, page numbers, title and author of article, and source of citation. Request citations for documents should include document number, name of issuing bureau or department, title, author (if any), date of publication, and source of citation. Subject requests should include a list of sources already consulted and any other information which will help in defining the material/information needed. Requests which do not include this information will be processed as time permits.

BSU tries to respond to requests promptly, however, we are short staffed and at the present time do not have a full-time staff member assigned exclusively to Interlibrary Loan. We cannot meet the expectations for 24-hour turnaround time which we have aimed for in the past. Borrowing libraries will be advised however, of any undue delays in processing materials.

Please direct questions/concerns to:

BEVERLY MILLER	Interlibrary Loan Librarian	1-208-385-1626
IONE JOLLY	Interlibrary Loan Assistant	1-208-385-3756
ADRIEN TAYLOR	Head Reference Librarian	1-208-385-1621

1. BOOKS Lent for 4 weeks. Renewals should be requested a week before date due. Books out on Interlibrary Loan may be recalled if needed by BSU faculty or students. Please refund postage if reciprocal arrangements have not been agreed upon in advance.

2. PERIODICALS Photocopies of articles are provided @ 10¢ per page. Other arrangements may be made if more than 20 pages from one issue are needed. Individual issues or bound volumes of periodicals are lent only under exceptional circumstances and then only for periods of one week, with no renewals.

3. NEWSPAPERS Current issues (paper) do not circulate. Back issues on microfilm are lent unless in heavy demand. Photocopies of specific articles are provided @ 10¢ per page.

4. MICROFORMS Lent for 4 weeks, with exception of heavily-used materials. No renewals. Please refund postage unless reciprocal arrangements have been established. Photocopies of specific articles provided @ 10¢ per page.

INTERLIBRARY LOAN LENDING POLICIES

5. REFERENCE BOOKS Not normally available for loan; exceptions on a title-by-title basis. Copies of specific articles or pages available @ 10¢ per page.

6. JUVENILE & YOUNG ADULT BOOKS Collections are on permanent reserve, do not circulate through Interlibrary Loan. Note to WLN members: BSU juvenile and young adult books are designated by a "j" or "ya" before the call number.

7. BSU MASTERS THESES Lent for 4 weeks. Renewals should be requested one week in advance. Please refund postage.

8. GOVERNMENT DOCUMENTS Lent for 2 weeks, with exception of USGS materials and government periodicals. Photocopies of specific pages provided @ 10¢ per page. Please refund postage.

9. STATE DOCUMENTS Availability for loan depends on current use and rarity of document. Specific pages photocopied @ 10¢ per page. Loan periods vary. BSU publications are considered part of University archives and do not circulate.

10. MAPS Availability for Interlibrary Loan depends on size, fragility and format. Requests considered on a title-by-title basis.

11. SPECIAL COLLECTIONS/RARE BOOKS Non-circulating collections. Items may be photocopied @ 10¢ per page if copying will not damage them. Note: All BSU publications are considered part of University archives and do not circulate.

12. PHONORECORDS Non-circulating collection, not available through Interlibrary Loan.

13. OTHER NON-BOOK MATERIALS The Curriculum Resource Center at BSU lends A-V and other educational materials to SE Idaho area educators by mail. Requests should be sent directly to: DAVID BALDWIN, CURRICULUM RESOURCE CENTER, BOISE STATE UNIVERSITY LIBRARY, BOISE, IDAHO 83725. Such materials are not normally sent out of the region on Interlibrary Loan but requests will be considered on a title-by-title basis.

FROM:

BOISE STATE UNIVERSITY LIBRARY
INTERLIBRARY LOAN
BOISE, IDAHO 83725

DATE 9/21/83

NUC CODE IdBB

CLASS CODE BSU

TELEPHONE (208) 385-3756

BOOKS:
Will lend X
Will not lend
Length of loan 4 weeks
Renewable if no reserve

"BSU does not lend juvenile books. They are on permanent reserve."
(for the Children's Lit students)

DISSERTATIONS: BSU doesnt have a doctoral program
Will lend
Will not lend
Length of loan
Renewable

PHOTOCOPY SERVICE:
Charge per exposure .10
Handling charge none
Minimum charge none
Charge for cost estimate? none

NOTE: PHOTOCOPY SERVICES MUST COMPLY TO COPYRIGHT LAWS.

MASTER'S THESES:
Will lend X
Will not lend
Length of loan 4 weeks
Renewable if no reserve

MICROFILMING BSU doesnt have this service
Service available
Charge per frame
Handling charge
Minimum charge

PERIODICALS
Will lend
Will not lend X
Lend if article exceeds
30 pages. Only for 2 wks and no renewals

BILLING POLICY:
Invoiced monthly
Invoiced with material X
Invoiced on ILL form
Other

MICROFORMS:

	Will lend:	Will not lend:
cards	X	
film	X	
Fiche	X	

POSTAGE:
Do charge X
Do not charge
Other charges

NEWSPAPERS:
Will lend
Will not lend X

OTHER:
Services suspended during Christmas holidays from 12/15 to 1/3

TAPES AND/OR RECORDS:
Will lend
Will not lend X

REMARKS:
*Government documents lent for 2 wks on a title by title basis, and not always then. USGS never lent. Will copy specific pages. Document periodicals never lent Will copy specific pages.

GOVERNMENT DOCUMENTS:
State * U.S. *
Will lend
Will not lend
Length of loan
Renewable

BEST COPY AVAILABLE

INTERLIBRARY LOAN POLICY

ADDRESS: Interlibrary Loan Service
Harold B. Lee Library
Brigham Young University
Provo, UT 84602

DATE: September 1982
NUC CODE: UPB
OCLC CODE: -----
TELEPHONE: 801-378-6344
TWX NUMBER: 910-971-5896
ANSWERBACK: BYU LIB PROVO
RLIN CODE: UTBG

BOOKS:
Will lend YES
Will not lend
Fee for lending ----
Length of Loan 2 weeks use
Renewable once for 2 weeks
Lend books in print YES

DISSERTATIONS:
Will lend YES
Will not lend
Length of loan 2 weeks use
Microfilm available from:
Our library
Univ. Microfilms since 1961
Renewable once for 2 weeks

MASTER'S THESES:
Will lend YES
Will not lend
Length of loan 2 weeks use
Renewable once for 2 weeks

PERIODICALS:
Will lend only if special loans can
Will not lend be arranged.
Lend if article exceeds
pages.
Photocopy in lieu of loan if
article under no limit

GOVERNMENT PUBLICATIONS:
State X U.S. X Int. X
Will lend if circulating copy available.
Will not lend
Length of loan 2 weeks use
Renewable once for 2 weeks

MICROFORMS:

	Will lend:	*Will not lend:
Cards:		X
Film:		X
Fiche:		X
Print:		X

*We will make copies. See photocopies for charges.

TWX SERVICE:
Will accept loan requests YES
Will accept photoduplication requests YES
Will reply YES

PHOTOCOPY SERVICE:
No charge up to 3 pages.
Charge per exposure 10¢ per page
Handling charge $1.00
Minimum charge $2.50* (includes up to
Charge for cost estimate 15 pgs.)
Automatic xerox of less than
pages. *Arrangements can be made for monthly billing at 10¢/pg., no handling chgs.

MICROFILMING: (Negative)
Service available *YES
Charge per frame Write for quote on pric
Handling charge "
Minimum charge "
Microform hard copy 25c; 30-95c for
*Service is slow extra large copy.

BILLING PROCEDURE:
Invoiced monthly if arranged as above.
Invoiced with material YES
Invoiced on I.L.L. form -----
Invoiced on OCLC -----
Payment in advance foreign requests only
(does not include Canada)

POSTAGE:
Do charge
Do not charge XXXXX

NEWSPAPERS:
Will lend microfilm
Will not lend

TAPES AND/OR RECORDS:
Will lend
Will not lend XXXXX

SUSPEND ILL SERVICE DURING CHRISTMAS? YES
From Dec. 17 to Jan. 7
(We do process photocopy requests during this time)

BEST COPY AVAILABLE

INTERLIBRARY LOAN POLICY

BOOKS:
Lend? YES x NO ___
Exceptions Reference/ reserve
Loan Period 3 weeks
Renewals yes
Restrictions ___

PERIODICALS:
Lend?	YES	NO
Bound	___	x
Unbound	___	x

Exceptions ___
Loan Period ___
Renewals ___
Restrictions ___
Automatic loan if article exceeds ___ pages

DISSERTATIONS:
Lend? YES ___ NO NA
Exceptions ___
Loan Period ___
Renewals ___
Restrictions ___
Copies available from:
Our library ___
Univ. Micro. since ___

MASTER'S THESES:
Lend? YES ___ NO NA
Exceptions ___
Loan Period ___
Renewals ___
Restrictions ___

MICROFORMS:
Lend?	YES	NO	Copy?	YES	NO
Films	x	___		___	x
Fiche	x	___		___	x
Cards	___	na		___	___

Exceptions College catalogs, phone books
Loan Period 3 weeks
Renewals no
Restrictions in house use only

NEWSPAPERS:
Lend?	YES	NO
Bound	___	x
Unbound	___	x
Film	___	x

Exceptions ___
Loan Period ___
Renewals ___
Restrictions ___

GOVERNMENT DOCUMENTS:
Lend?	YES	NO
US	x	___
State	na	___

Exceptions ___
Loan Period 3 weeks
Renewals none
Restrictions ___

School Name: Carroll College
NUC Code MtHC OCLC Code MTC
Address for loans and photoduplication:
Carroll College Library
Helena, MT 59625
A.T. Interlibrary Loans

Phone (406) 442-1295
TWX # none

TELEPHONE SERVICE: YES x NO ___

TWX SERVICE: YES ___ NO x

OCLC ILL SERVICE: YES x NO ___

MICROFILMING SERVICE: YES ___ NO x
Negative ___ Positive ___

CHARGES AND BILLING:
Loan Charge none
Search Fee none
Photoduplication and Microfilming: NO CHARGES TO THOS
No charge up to 5 exposures, WHO RECIPROCATE BY
Automatic copy of less than ___ pages. NOT CHARGIN
Handling Charge US.
Minimum Charge ___
Charge per Exposure 10¢ a page
Charge for Cost Estimate ___
Additional Charges ___
Postage ___
Billing:
Invoice ___ within ___ days.
Invoice with item ___
On request form x
Advanced payment required ___
Other ___

PACKING REQUIREMENT FOR MAILING:
Jiffy Bags x
Boxes Only ___
Insurance Required ___
Other ___

CIRCULATING SPECIAL COLLECTIONS IN:
___

OTHER:
Mailing service suspended during
Christmas Holidays ___ Other ___
Normal Service Hours: M-Th 8am -10 p.m. F 8-4:30
Other BER Code Stopper

BEST COPY AVAILABLE

INTERLIBRARY LOAN POLICY

NUC CODE TXPI
ULS CODE IdPs

ADDRESS: Interlibrary Loans
Idaho State University
Library
Pocatello, ID. 83209

Date Policies Effective Sept. 1, 1977

BOOKS:
Will Lend X
Will Not Lend
Length of Loan 4 wks from rec.
Renewals? if not recalled

DISSERTATIONS:
Will Lend X
Will Not Lend
Length of Loan 4 wks from rec.
Renewals? if not recalled
Restrictions Copy only with Author's permission.
Microfilm Available? No

MASTERS THESES:
Will Lend X
Will Not Lend
Length of Loan 4 wks from rec.
Renewals? if not recalled
Restrictions Copy only with Author's permission.

PERIODICALS:
Will Lend
Will Not Lend X
Length of Loan
Renewals?
Lend if article exceeds 50 pages.

NEWSPAPERS:
Will Lend
Will Not Lend X
Will Photocopy X

DOCUMENTS:
Will Lend X
Will Not Lend
Length of Loan 4 wks from rec.
Renewals? Seldom

MICROFORMS:

	Will Lend:	Will Not Lend:
Cards	X	
Film	X	
Fiche	X	

Length of Loan 2 wks from rec.
Renewals? Seldom

AUDIO-VISUAL MATERIAL:
Will Lend X
Existing policies of the A-V Dept. for Loan or Rental of Materials will apply also to Interlibrary Loan requests.

PHOTODUPLICATION SERVICE:
No Charge up to 0 pages.
Charge per Exposure 10¢
Handling Charge 0
Minimum Charge $1.00 out-of-state
Charge for Cost Estimate 0
Automatic photocopy of less than 0 pages.

MICROFILMING:
Service Available No
Charge per Frame
Handling Charge
Minimum Charge

BILLING POLICY:
Invoiced with Material X
Invoiced on ILL form
Invoiced Monthly
Other

POSTAGE:
Do Charge out-of-state on Book loans
Do Not Charge
Other Charges

ADDRESS FOR PHOTODUPLICATION:
Same

UTAH STATE UNIVERSITY · LOGAN, UTAH 84322

MERRILL LIBRARY AND
LEARNING RESOURCES PROGRAM

LIBRARY SERVICES

INTERLIBRARY LOAN
UTAH STATE UNIVERSITY
MERRILL LIBRARY/UMC 30
LOGAN, UTAH 84322

NUC CODE: ULA
OCLC CODE: UUS

EFFECTIVE: July 1, 1983

BOOKS
Lend Yes
Loan Period 2 weeks
Renewable No

PERIODICALS
Lend No

MASTERS THESIS
Lend Yes
Loan period 2 weeks
Renewable No
Available on Fiche
for loan or sale.

DISSERTATIONS
Lend Yes, hard
copy if available,
otherwise on fiche
Loan period 2 weeks
Renewable No

*PHOTOCOPY SERVICE
Charge per exposure 20¢ over 20pp.
Minimum charge per request $4.00

BILLING PROCEDURE
Invoiced with materials

MICROFICHE
Available For loan or purchase,
Masters thesis. For loan, disser-
tations.
Charge $2.00 per card
Service charge $1.00

*NOTE: PHOTOCOPY SERVICES MUST
COMPLY TO COPYRIGHT LAWS

* *

Interlibrary Loan service is partially suspended during Christmas vacation. We process, but do not send books during these days. (Dates of suspension are approximately mid-December until after the New Year). However, we will process and mail requests for photocopying.

* *

THE FOLLOWING TYPES OF BOOKS ARE NOT AVAILABLE FOR LOAN:

Materials in demand at ULA
Reference Books
Bound periodicals within copyright period
Materials located in our Special Collections and Archives
Materials in Poor Condition
Films loaned only through Audio-Visual Dept.
(No OCLC requests)

APPENDIX G

INTERLIBRARY LOAN POLICY

for

THE RICKS COLLEGE

DAVID O. MCKAY LEARNING RESOURCES CENTER

RICKS COLLEGE

DAVID O. MCKAY LEARNING RESOURCES CENTER (LRC)

INTERLIBRARY LOAN POLICY

Introduction

Interlibrary loan is a service that greatly expands the resources of any library. By participating in this service, not only can materials be borrowed from other libraries, but the collection of the Ricks College LRC is accessible to other libraries requesting material. This service is governed according to the Interlibrary Loan Code established by the American Library Association, by special regulations of the Ricks College LRC, and by any regulations required by the lending library. In addition, the Ricks College LRC subscribes to the Interlibrary Loan Code of the Idaho Library Association as well as to the Code established by the Bibliographical Center for Research.

Lending Policies

1. In order to lend materials to other libraries with speed and efficiency, borrowing libraries should provide complete bibliographic information for each request.

2. Subject requests may be considered, based upon available time and individual circumstances.

3. Reasonable postage, handling or insurance costs of lending materials to other libraries will be absorbed by the LRC.

4. It is expected that the borrowing library wil honor the due date placed on the borrowed item.

5. Renewals should be requested a week before the expiring due date.

6. Should a Ricks College student or faculty member need an item that has gone out on loan, one or more of the following procedures by the LRC staff will take place:

   a. Inform patron when the item will be back with an opportunity to reserve the item.
   b. If warranted, another copy of the item will be ordered.
   c. If warranted, the item can be ordered from another library on interlibrary loan.
   d. In emergencies, the item may be recalled from borrowing library.

7. Copyright laws will be observed in all instances.

8. The lending details of specific items are as follows:

   a. GENERAL BOOKS. Lent for four weeks.

   b. JUVENILE BOOKS. Lent for three weeks.

   c. GENEALOGY BOOKS. Lent for three weeks. Not all genealogy books are available for loan.

   d. PERIODICALS. Photocopies of articles are provided with no charge up to ten pages, and then 10¢ per page. If the article is over fifty pages in length and it is not a popular or heavily used periodical, it may be lent for a two week period.

   e. NEWSPAPERS. The most current issues do not normally circulate. Back issues on microfilm can be lent if not heavily used. Also, photocopes of specific articles are provided at 10¢ per page.

   f. MICROFORMS. Genealogical material on film is generally not available for loan. The fiche collection will be considered based upon individual request. Photocopies of most of this material can be made available for 10¢ per page.

   g. REFERENCE BOOKS. Arrangements for a two week loan on some reference books may be possible, at the discretion of reference personnel.

   h. DISSERTATIONS/THESES. Lent for three weeks.

   i. GOVERNMENT DOCUMENTS. Lent for two weeks. Photocopies of specific pages are available for 10¢ per page.

   j. MAPS. USGS materials are available for two week loans. Other map requests are considered depending on size, fragility or format of material.

8. Items generally not availalbe for loan include:

   a. The following printed material may be photocopied, depending upon condition and upon any restrictions placed on the material.

      1) Special Collections/Rare Books
      2) Archival Material

   b. The following items may be copied depending upon copyright or other restrictions.

1) Records/Audio Tapes
2) Videocassettes/Disc
3) Filmstrips or Movies

9. If there is ever any question concerning these policies or for information not covered above, contact should be made with:

Interlibrary Loan Office
Ricks College LRC
Rexburg, Idaho 83440
Tel: 208-356-2351

Borrowing Policies

1. Borrowing material from another library is deemed a privilege not a right.

2. When material is borrowed, whatever due date has been established by the lending library must be observed.

3. If renewal is desired, the request should be made a week in advance of the expiring due date.

4. Patrons requesting service should provide full citation of desired item including the reference source (i.e. name of index, years, specific pages). If assistance is needed, patron should consult with reference personnel for help.

5. Interlibrary Loan personnel should determine if patron has exhausted all sources in Ricks College LRC before requesting interlibrary loan service.

6. Patrons should be notified that there is a time lag of 2-6 weeks for obtaining books or xeroxed materials through the mail and 1-3 days for receiving articles from facsimile transmission.

7. When requested items arrive, interlibrary loan personnel should contact the patron by telephone informing them of the arrival.

8. Photocopied request should be held on file one month before being discarded. Should a patron desire to reorder, he must pay the full price of obtaining the second copy.

9. Reasonable costs of interlibrary loan service will be absorbed by the Ricks College LRC.

10. Interlibrary book loan requests should be processed through OCLC and/or a reasonable number of other sources.

11. Facsimile transmission requests shall be handled as other interlibrary loan requests except for any special regulations required by the lending library.

12. Copyright laws will be observed in all instances.

13. Special circumstances or situations may require special handling.

APPENDIX H

BORROWING POLICY SHEETS

for Patrons of

THE RICKS COLLEGE

DAVID O. MCKAY LEARNING RESOURCES CENTER

RICKS COLLEGE

DAVID O. MCKAY LEARNING RESOURCES CENTER

INTERLIBRARY LOAN BORROWING POLICY

TO THE PATRON: Please read the following information before you fill out the order form. Thank you.

1. THE SERVICE

Interlibrary loan (ILL) service is offered through the reference area of the Ricks College LRC. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by regulations of individual lending libraries. Borrowing material from another library is deemed a privilege, not a right.

2. LIMITATIONS ON LOANS

There are some types of material that are not available for loan. If you have any questions contact the ILL office.

3. CITATION

Make sure that you have the complete bibliographical information for the item you want before filling out the order form (at least author, title and date of publication for books; and author, title, periodical and date for an article). If you need help ask the reference personnel.

4. TIME

Materials can usually be obtained within 2-6 weeks, depending on the lending library's work load and the availability of the requested item.

5. DURATION OF LOANS

The time allowed for loans is set by the lending library and must be strictly adhered to. Usual time will vary from 2 to 4 weeks.

6. RESTRICTIONS

Anything obtained through this service is bound by copyright law and by any restrictions imposed by the lending library. Special restrictions regarding the use are indicated on the book pass.

7. COSTS

A reasonable amount of requests through this service will be paid for by the LRC. However, if materials are not picked up and you desire to reorder again, you will be expected to pay the cost. Also, if due date of material is not honored a fine may be imposed.

8. PICK-UP AND RETURN OF MATERIALS

When your order arrives, the LRC will make every effort to contact you by telephone. However, do not hesitate to check back on it yourself. you may check at LRC 230D or call Barbara Jardine at 356-2351. Materials are to be picked up at LRC 230D and returned to the same place.

RICKS COLLEGE

DAVID O. MCKAY LEARNING RESOURCES CENTER

INTERLIBRARY LOAN BORROWING POLICY

FACSIMILE TRANSMISSION

TO THE PATRON: Please read the following information before you fill out your order form. Thank you.

1. THE SERVICE

Facsimile transmission is a service featuring fast retrieval of article copies from other libraries. Borrowing material from other libraries through photocopying or facsimile is a privilege which is regulated by copyright law, and by the regulations of the lending library.

2. TIME

The usual time it takes to obtain a facsimile copy is 24 hours from the time the request is received at the lending library (such as BYU or Utah State, etc.) The time between you filling out the order and receipt of the article may be longer. If the desired material is off the shelf at the lending library, a period of 5 days has to elapse before reordering can occur. Therefore, please check back and indicate if reordering is desired.

3. RESTRICTIONS

Whatever restrictions are placed upon this service by copyright law and/or the lending institution must be observed.

4. COSTS

A reasonable amount of requests through this service will be paid for by the LRC. However, if materials are not picked up and you desire to order again, you will be expected to pay for the costs of reordering.

5. CITATION

Make sure that you have the complete bibliographical information for the article you want before filling out the order form, including the source (title, years, page number). Do not use abreviations. If you need help, ask reference personnel.

6. PICK-UP OF MATERIALS

When your order arrives, the LRC will make every attempt to contact you by telephone. However, it is advisable that you come in and check daily in the event you are not reached by telephone. You can also check by calling 356-2351 and ask for Gayle Brown.

7. HOLDING ORDERS

Your order will be held for a period of one month before being discarded. The patron who orders material has an obligation to pick it up on time.